



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998) Registration Number 17/merSETA/01/04/20 to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

EXTERNAL ADVERT

We have an excellent opportunity for the following professionals to join the Research and Innovation Division.

Manager: Research and Innovation (D1)

Reference Number: MRI/HO/06/05/25

Salary Level (Min. to Mid): 728 286 - 896 940 pa

FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM
HEAD OFFICE

Purpose: The position is responsible for efficient and effective management of all merSETA research and innovation initiatives and projects, ensuring alignment with the Mer sector, industry and national skills needs and requirements, fostering a culture of innovation, best practices and adherence to procedures and legislation.

Key Responsibilities

The ideal candidate should be able to fulfill and perform the following key responsibilities:

- Manage projects according to sound project management principles in terms of deadlines, deliverables and procedures.
- Develop, maintain and enhance internal and external stakeholder relations and provide proactive support to ensure that projects are delivered according to implementation plans.
- Conceptualize and develop research and innovation projects that are responsive to industry and national skills needs.
- Ensure good governance and effective monitoring of partnership, research and innovation projects.
- Develop reporting and monitoring tools for internal and external reporting.
- Resolve stakeholder related queries, ensuring timely and amiable resolution.
- Ensure reviewing, submission and signing off of all internal and external audits, DHET to AG.
- Foster a culture of continuous improvement and stay abreast with industry trends.
- Develop and manage unit and partnership project budgets.
- Monitor expenditures for unit and partnership projects.
- Record and manage project risks relating to partnership projects.
- Develop and manage an E-Library relating to project governance, ensuring that the library is comprehensive and up to date.
- Proactive knowledge sharing and participation in learning initiatives to support merSETA meeting strategic objectives.



- Effectively plan and manage project meetings.
- Manage and enhance staff performance.

Qualifications and Experience

- Degree or equivalent NQF level 7 qualification in Education/Training/Administration/Business Management/Social Sciences/ Project Management or related field
- 5 years' project management experience in research, innovation or skills development projects in a SETA environment
- 5 years' experience in management or supervisory position

Knowledge and Skills

- Analysis and Problem-Solving skills
- Customer Service Orientation skills
- Relationship Management skills
- Good Communication skills
- Financial acumen
- Innovative and proactive
- Relationship management skills
- Integrity
- Project Management Skills
- Presentation skills
- Attention to Detail

Must be willing to travel extensively and have own reliable vehicle

Offer

The merSETA offers a competitive salary package and an opportunity to work with a dynamic and diverse team. If you meet the requirements and are interested in this exciting opportunity, please submit your application for consideration.

CLOSING DATE: 06 May 2025.

The merSETA is an equal opportunity employer and preference will be given to suitably qualified Affirmative Action Candidates and People Living with Disabilities in line with the Employment Equity Plan. To apply for this opportunity, submit a fully completed job application form, a detailed curriculum vitae with three references, clearly quoting the Job Title and Reference Number as a subject in the email: **recruitment@merseta.org.za**

Only short-listed candidates will be contacted. Should you not be contacted within 2 months after the closing date, please know that your application was not successful. The merSETA reserves the right not to make an appointment.

Applicants are urged to follow all instructions as outlined in the advert when submitting their applications.